

FSCS Steering Committee

Hyatt Arlington
1325 Wilson Blvd
Arlington, VA 22209
June 4-6, 2001

Attending:

Steering Committee Members:

SDC's: Elected: J. D. Waggoner (Chair), Carolyn Ashcraft (Vice-chair), Marianne Kotch, Naomi Krefman, and Sondra Taylor-Furbie Appointed: Darla Cottrill, Libby Law, Secretary, and Keith Lance.

ALA: Mary Jo Lynch

COSLA: Barratt Wilkins

NCES: Adrienne Chute, Elaine Kroe, Jeffrey Owings, and Jeffrey Williams

NCLIS: Denise Davis, and Robert Willard

Others:

Census, Pat Garner, Cynthia Ramsey

NCES: Gary Phillips (Acting Commissioner), and Joannell Porter

NCLIS: Abe Abramson (Commissioner), Kim Miller

FSC: John Bertot

ESSI: Cathy Burch

The meeting was called to order at 9:10. J.D. Waggoner welcomed everyone and introductions were made.

NCES Reports and Updates:

Jeffrey Owings reported on the 10th grade Cohort scheduled for 2002, which will follow the 10th graders for 12 years, and the Kindergarten Cohort, which will include libraries and the contribution libraries make to the education communities. Although homeschoolers are not currently a part of the sample for the Kindergarten Cohort, they may be considered as a separate part for a FRSS.

Jeffrey Williams reported on the Web-based surveys. The data from the FY99 StLAS data was released in September 2000 and the FY2000 data, which was collected in March 2001, should be released in September 2001. The Academic Library Survey, although no longer part of the mandated IPEDS survey, can be linked to the IPEDS survey and had an 85% response rate. There was a discussion about how states will be able to access state data.

The 1999-2000 School Library Media Center Survey, a component of the School and Staffing survey, had a high response rate. The first report includes some tables on school libraries. The ED Tabs is scheduled to be released in late summer.

Jeff Williams reviewed the projected "Release Dates" for Public Library data:

1998 data will be released this month.

1999 data to be released November 30, 2001

2000 data to be released March 2002

2001 data (submission in 2002) will be released March 31, 2003 (to be on Peer Comparison and Locator in December 19, 2002).

Three year OMB clearance is needed for collection 2002, 2003, and 2004 data. This process takes 6 months.

March 1, 2002

Submit clearance package to OMB

May 1, 2002
July 1, 2002

Submit final data about definitions for any new/revised data elements
OMB Clearance anticipated

The FRSS for Adult Programming in Public Libraries had a high response rate. Westat is drafting the first report to be released in Adrienne Chute will receive the first draft report to review in July; it will not be released in July.

Status of Academic Libraries in the United States, a trends report (1974-96) has been released.

There are a set number of FRSS, which can be done each year. A FRSS for libraries can be done annually depending on established priorities.

Gary Phillips, Commissioner NCES, expressed his support of public libraries, recognition of the value of the data, and the need to relate library data to the broader educational context. He also expressed his concerns about the timeliness issue, the need to balance quality data and timely release, and his commitment to improving the timeliness of the data through the use of Web-based data collection and through personal analysis of internal NCES issues which contribute to delays in the timely release of the data. The new Secretary of Education is interested in statistics and data. Mr. Phillips also reviewed several new NCES products: Web tools for on-line data analysis, use of on-line audio and video, and a homepage available in 12 languages. Major progress has been made in archiving all NCES publications and data on the Web.

On Wednesday, Jeff Owings reported on the progress made as a result of the Monday discussion with Gary Phillips and several other issues. Review of FSCS data will now receive a high priority in the Chief Statistician office and any problems are to be taken directly to the Chief Statistician. Ms. O'Connor's concern and the need to document that the data submitted is for a 12-month period were discussed. Mr. Owings also expressed Mr. Phillips desire to have more data items that relate to education in the survey and the redesign process for surveys, including the cycle and frequency. This led to a discussion of the cooperative nature of FSCS and the process for adding data items. J.D. Waggoner volunteered to meet with Jeff Owings, Gary Phillips and others to identify potential data items.

Census Update:

Pat Garner reported that the FY99 preliminary un-imputed files have been turned over to NCES and preliminary tables sent to members of the Steering Committee for review. There was a discussion about low response for Internet Terminals. There are no plans to impute data for these items.

Elaine Kroe explained that the FY98 Ed Tabs were sent to the Chief Statistician in April and are still being reviewed by the Chief Statistician. As soon as the Chief Statistician signs off, Census will post the data to the Web. Although SDC's will each receive a print copy, GPO will not be printing copies.

FY2000: WINPlus was released May 15. Data is due July 31. One State (Kentucky) has already submitted data.

FY2001: There will be no changes to the software. The software will be released in November for discussion at the December Workshop. There is a "split" schedule for reporting. We plan to release the FY 2001 data on the Peer Comparison tool and the locator in December 2002 (this data is not the final release file, but is for the search tool utilities only). The FY 2001 ED Tabs is scheduled for release by March 31, 2003. Further discussion of the dates was referred to the Data Collection Subcommittee.

Network Performance Measures Update:

John Bertot reported on the status of the grant to develop a national model for electronic data elements. He reported progress in working with vendors, the development of a library network statistics Web site, and the adoption of several of the electronic data elements into the State Library Agency Survey (StLAS). Fourteen states (AL, CO, GA, IL, KY, LA, NC, OH, PA, VA, WA, WI, WY) have been identified for a

field test of the data elements to determine what libraries within those states can do. He hopes to identify 6-7 core data elements from the test.

COSLA Reports and Update:

Barratt Wilkins reported that he spoke with Denise Davis about the value of the continuation of the Keppel Award and the Lorenz Award and the timeliness issue. COSLA supports the continuation of the Awards and supports the process to improve the timeliness of the release of the data. Other issues before COSLA are the impact of LSTA and the addition of several of the electronic data elements to the StLAS. Since 1995 there have been 30 new State Librarians. COSLA is providing Continuing Education (CE) and training for new State Librarians but does not have a strong mentoring program.

Follow-up on Items from Last Steering Committee Meeting and Workshop:

There was a discussion of the development of a policy about absentee voting. The issue was tabled.

Discussion of Future/Continued Development of FSCS Program

No discussion.

NCLIS Update:

Robert Willard reported on the Budget situation and the status of appointment of Commissioners. He thinks that funds will be provided for the continuation of NCLIS. Appointment of Commissioners is another concern. There are currently 2 vacancies, 3 were filled as "recess appointments", 3 are in the 1-year automatic extension period, and 2 commission appointments expire July 19. The Statute requires a minimum of 8 Commissioners. Significant issues facing NCLIS are Intellectual Property and the Statistical programs. The PLRSnet listserv will be used to keep everyone informed of the status of NCLIS.

Copies of the letter to Martha Gould from John Brademas, New York University, expressing concern about the elimination of funding in the administration's budget for the U.S. National Commission on Libraries and Information Science (NCLIS) were distributed.

Web-based Data Collection Task Force:

Representatives from each subcommittee will serve on a task force to look into the feasibility and issues involved in Web-based data collection. Members of the task force are: Denise Davis, Marianne Kotch (Data Elements), Libby Law (Data Conference), J.D. Waggoner (Data Collection), and Naomi Krefman (Data Use). Jeff Williams is to have someone from NCES contact Denise Davis about current NCES activities in this area.

Objectives for 2001:

The following changes were made to the Objectives for 2001.

Steering Committee Objectives: Encourage the timely release of Data was added.

Data Collection Subcommittee: Encourage the development of historical tracking (vital statistics – births, deaths, marriages, divorces), and establish a data collection via Web task force were added.

Data Conference Subcommittee: Dates of workshop were changed.

Professional Development Conference:

2001 Conference Dates: December 2-5, 2001. See Subcommittee Report for more details.

2002 Conference Dates: December 1-4, 2002. See Subcommittee Report for more details.

Mentor Session Issues:

There was a discussion of areas to be addressed during the Mentor Breakout Session. Areas are: In addition to the standard question "How did collection of data and reporting go?", the Mentor Session discussion is to include a discussion of EDIT checks. Mentors are to organize a group meal for 1st or 2nd

evening, one luncheon will have mentor states will be seated together, and there will be a place to post informal "after hours" events/plans.

Some of the SDC's seem to be confused about Mentor assignments. Denise will post mentor assignments on the listserv and Mentors will contact their states. Mentors are also to check with their assigned states/territories to determine if any problems are anticipated meeting the July 31 due date.

Kim Miller will notify Steering Committee members of those registered for the conference so that Mentors can contact their states prior to the Workshop.

Submission Deadlines:

Concern has been expressed by one state about problems meeting the deadline for data submitted because of difficulties related the work with a vendor. The group agreed that this is a problem between the state and the vendor.

The date for eligibility for the Keppel Award will be 30 days prior to the final due date. For 2000 data the due date is July 31, the Keppel date is June 30. For 2001 data the due date for Keppel Awards for Groups 1 and 2 will be 30 days before that group's data due.

Adrienne Chute (NCES) will provide an official calendar of the FY 2001 public library survey similar to the one compiled by Denise Davis for the PLS and StLAS surveys in the past.

Projected submission deadlines:

2000 Data (2001 Submission)

Keppel Deadline June 30, 2001

Final Deadline July 31, 2001

2001 Data (2002 Submission)

Group 1

Keppel Deadline March 15, 2002

Final Deadline April 15, 2002

Group 2

Keppel Deadline June 30, 2002

Final Deadline July 30, 2002

Miscellaneous:

The Data Elements Subcommittee recommended that the Steering Committee review assignments and responsibilities prior to the end of each Steering Committee meeting. This was implemented.

The change in the schedule for the annual Professional Development Conference makes it necessary to change the terms of elected SDC's. This is to be discussed at the September Meeting.

Plus

J.D. Chair of the meeting

Hotel

Abe Abramson's presence and contribution

The meeting rooms

Strawberries

Amount of work accomplished

Food during break

Cathy and Joanell (Hotel and Travel)

Gary Phillips

Minus

Elevator/lift for accessibility to meeting room

Uncertainty Future of Kim and Denise's job and NCES

Data Collection Subcommittee: Darla Cottrill Chair

Attending: Darla Cottrill, Naomi Kreffman, Elaine Kroe, Barratt Wilkins, Pat Garner, Sondra Taylor-Furbee, J.D. Waggoner, Karen O'Connor (NCES), Jeff Williams,

Karen O'Connor (NCES) expressed concern that some states may be submitting for more than a 12-month period. A discussion of the dates represented by data element 03 Reporting Period Starting Date (MM/YYYY) and 04 Reporting Period Ending Date (MM/YYYY) made it clear that the subcommittee feels that the data being submitted by the State reflects only a 12 month period for various fiscal years which end during the collection year. Two options for addressing this issue were discussed. 1) Changing the wording for 03 to "earliest ending date for data reported by the State" and 04 to "Latest ending date for data reported by the State" and 2) To add beginning and ending dates for each library. This issue will be discussed at the Workshop. Also NCES is to follow-up to determine if the discussion with Ms. O'Connor resolved the problem and if the slight change to data item 03 and 04 will take care of the problem. The Steering Committee does NOT support the addition of a beginning and ending date for data for each administrative entity.

Collection Dates were discussed for (2001 Data) FY2002 Reporting Year.

Group 1

Keppel Deadline	March 15, 2002
Final Deadline	April 15, 2002

Group 2

Keppel Deadline	June 30, 2002
Final Deadline	July 31, 2002

There was a discussion about the date for the next revision of WinPlus. FY2002 Data collected in 2003 will include new data items and software changes. Census will make only those changes necessary for operation for FY2001 collection software. Tolerance levels in edit checks have been changed for 2002 data. Work will begin in January 2002 on adding the historical edit checks for the vital statistics (births, deaths, marriages, divorce) to WinPLUS. Concern was expressed about not making any changes to the software if the changes would in any way delay to release of data.

There was a discussion of circulation issues and of tolerance levels in edit checks.

J. D. Waggoner will represent the Data Collection Subcommittee on the Web Collection Task Force.

Data Conference Subcommittee: Sondra Taylor-Furbee Chair

Attending: Sondra Taylor-Furbee, Carolyn Ashcraft, Darla Cottrill, Libby Law, Marianne Kotch, Denise Davis, Jeff Williams, Pat Garner, Cathy Burch, Joannell Porter.

2001 Professional Development Conference:

The dates of the next Professional Development Conference will be December 2-5, 2001. The Conference will be held in the Washington, DC area, possibly at the Hyatt Arlington, Holiday Inn Alexandria, or Radisson Alexandria.

Tentative Schedule is:

December 2, Sunday afternoon: Orientation for new SDC's following the same agenda used in March 2000. An informal reception for Sunday evening was discussed with a cash bar.

December 3-4, Monday morning – Tuesday afternoon (about 4:00 pm): General Conference.

December 3, Monday: Keppel Award Luncheon

December 4, Tuesday: Gary Phillips luncheon speaker. Mentor Session reports in afternoon.

December 5, Wednesday morning: The Steering Committee will meet to begin work on any new/revised data elements and any other issues arising from the Conference. This session will include current, outgoing and incoming Steering Committee members.

The Evaluation responses from the March 2001 Professional Development Conference were reviewed and the committee identified the following possible programs and activities for the workshop and presenters.

Swap and Shop and opportunity to share information between SDC's

2 – 4 concurrent sessions. SDC's want more repetition of Concurrent Sessions (so they can attend more)

2 luncheons (One is the Keppel Awards luncheon)

Data Elements Committee: Discussion of data elements, particularly controversial items, possible review a different section of data elements each year.

Using statistics, beyond addition

Exchange on how data is used – graphics presentation(s). Kim Miller will identify the name of the person who conducted the session on graphs in the past.

Nominees session to be a general session, not a concurrent session

Peer Comparison Tool if new data is available. Opportunity for hands on opportunity using Peer Comparison Tool was discussed but probably will not be possible.

Compilation of local and state reports and Web sites

How FSCS relates to other surveys

Use of statistics in long-range planning

More social gathering with mentors (possible sit together at luncheon, go out for dinner)

Edit rationales

Keith Lance report on School Library Media Survey or Counting on Results

Data Use Subcommittee identified possible programs. 1) School Library Impact (Keith Lance), 2) Counting on Results (LRS Staff), 3) How to Analyze Data (Leslie Scott), and Peer Search/Locator (Martin Reifschneider)

Electronic Elements – John Bertot

Barratt Wilkins is to contact a State Librarian for a luncheon presentation (Peggy Rudd, Jack Mulkey). Presentation by Suzanne Miller and Clare Zale received high marks from SDC's.

Importance of Quality Data. Mary Jo Lynch's presentation received high marks from SDC's. Possibly ask Joe Shubert to address this.

Keppel Award at a luncheon

How libraries are organized in different states and how this impacts on data collection/use/analysis (panel)

Possible presenters:

Martin Dillon, Former director of OCLC

Gary Phillips, Commissioner of NCES

Joe Shubert presentation about "How national data can be analyzed for an individual state" or Data Quality.

Drew Carey: Darla Cottrill is to contact Drew Carey about a luncheon presentation. If Mr. Carey is a presenter, a possible title of the Conference is: "Just whose data is it anyway?"

LA Public Library Director – public library issues

Equipment needed:

Computers for hands-on will probably be needed for Sunday training only.

Other Issues:

The importance of encouraging informal exchange of information among participants was discussed. ESSI is to investigate the possibility of a suite for the Steering Committee Chair, which can also serve as a hospitality suite.

The registration form will include a place for those who plan to attend to indicate if they will attend the Sunday, hands-on training.

Invite newest member(s) from COSLA to participate in Conference.

2002 Professional Development Conference:

Dates will be December 1-4, 2002. Jeff Williams announced that there is a possibility that the 2002 Conference may be held in Phoenix, AZ, if they can provide assistance to meet the need for computers. Jan Elliott has offered support.

There was a brief discussion of the possibility of a training session in November 2001 for Pacific Island Territories to be held in Saipan.

Dates of terms of elected SDC's need to be adjusted because of the change of dates for the Workshop.

Libby Law will represent the Data Conference Subcommittee on the Web Collection Task Force.

Data Elements Subcommittee – Carolyn Ashcraft Chair

Attending: Carolyn Ashcraft, Cathy Burch, Adrienne Chute, Denise Davis, Marianne Kotch, Keith Lance, Libby Law, Mary Jo Lynch, Cynthia Ramsey. (Barratt Wilkins attended June 4 only.) Debbie Hall, AR LSTA Coordinator attended the June 5 meeting as a guest.

Keith Lance and Mary Jo Lynch presented a revision of "The Policy and Procedures for Review of Data Elements", which include more complete instructions about the information that must be included for any data element presented at the Annual Workshop for endorsement by SDC's.

The proposal must provide text of the definition for the data item. This includes definitions of all terminology, showing relationship and impact on data items currently collected in addition to the 4 points suggested for inclusion with the proposal when submitted. Full definition requires description for all subparts of data elements (e.g., all the subparts of legal basis code).

Marianne Kotch was appointed to serve on the Web Base Data Collection Task Force.

The following Data Elements and Issues were discussed:

Zip4 (Administrative Entity #6 and #6M and Outlet File #07). The digits 9999 are the official designation used by the Post Office when they choose not to assign a zip code and should be used for libraries and outlets if the zip4 has not been assigned by the Post Office. If a zip4 has been assigned but is unknown enter -1.

Legal Basis Code (#7B) Combined Public/School Libraries (Administrative Entity) are to be reported as multiple jurisdictions.

Financial Data Elements (#17 - #28) A Financial Data Elements Task Force was appointed. Naomi Krefman was asked to head a task force to review financial data items. Serving with her will be Libby Law, Mary Jo Lynch, and Al Zimmerman. Mary Jo Lynch will send copy of Census report to Naomi. There was a discussion about how financial data related to E-Rate is to be reported since some libraries receive checks and some receive credit or discounts. The consensus is that the revenue should be reported as "Other".

Reference Transactions (#38): Mary Jo Lynch expressed concern that some libraries may be reporting only the reference transactions taking place at the reference desk. The definition was reviewed and the subcommittee members felt it is clear that all reference transactions, both virtual reference and desk reference questions, are to be reported regardless of format in which they are handled. This is to be made clear at the Workshop.

Number of Library Materials in Electronic Format (#46):

The issue of how to count pre-loaded software such as the software received as part of the Gates program was discussed. It was decided that it would be counted as one for each unique item (bibliographic record), regardless of the number of computers on which it is loaded.

The issue of “How the numbers of full text databases are counted when there is database duplication in various subscriptions” was briefly discussed.

Number of Users of Electronic Resources Per Typical Week (#52): “Data users” is a “head” count of use within the library.

New/Proposed Data Elements

E-Books: Denise Davis is to post a notice on the listserv asking SDC’s to report in experience collecting data for e-book circulation and holdings. Issues discussed were circulation, holdings, equipment, and software and how this relates to independent e-journal subscriptions (as opposed to database subscriptions which include multiple titles). One possibility is to include a count items that are cataloged by the library, but not if the library does not catalog it. Information collected from the listserv responses will be used to draft language for further consideration.

Training: The Subcommittee concluded that Training is a subset of Programming provided by libraries and that an exploration of the addition of the electronic training data item (Bertot study) should also include a study of other programming. Adrienne Chute is to report on Adult Programming issues identified during the FRSS. The possibility of using the FRSS to determine training in the use of Electronic resources currently provided by libraries was discussed. The possibility of adding Total Programming data items (Number and Attendance) was discussed.

The subcommittee agreed the concern that Square Footage (an outlet data item) should not be imputed for missing values.

It needs to be made clear to SDC’s that libraries are not to report Microfiche/microfilm for FSCS. Of course states may continue to collect this if needed within the state.

The Subcommittee reviewed the schedule for data collection necessary for timely release of data. The following schedule was drafted. Adrienne Chute is to review the schedule to verify that all issues are included and addressed.

Schedule for Data Collection:

September XX -1	Review new revised definitions for presentation at Annual Workshop
December XX	Workshop and endorsement of Date Elements by at least 10 SDC’s
	Steering Committee members, NCES, NCLIS review wording of data elements, impact on other data elements, impact on software, etc. between the December Workshop and the March Steering Committee Meeting.
March XX	Wording of Data Elements finalized at Steering Committee Meeting.
April 15, XX	Deliver wording to NCES/NCLIS and NCLIS mails ballot.
April 30, XX	NCLIS delivers ballot results to NCES
May 1, XX	Changes in data elements submitted to OMB (this takes 4 months)
July 15, XX	Census integrates new/revised data elements in to software and user guide.
September 1, XX	NCES received OMB Clearance
November 1, XX	Software and User Guide mailed to SDC’s

December XX

Training Workshop

Data Use Subcommittee – Keith Lance Chair

Attending: Mary Jo Lynch, Keith Lance, Naomi Krefman, J.D. Waggoner, Cynthia Ramsey, Adrienne Chute, and Elaine Kroe.

The 1992–1996 Trend Analysis report has been adjudicated and sent forward to the Secretary of Education's office for approval of its release. The PDF file is ready and will be released on the NCES web site as soon as the Secretary's office gives the approval.

The 1998 Ed TABS Report should be released in two weeks.

The Peer Search Tool was discussed. Naomi reported that it uses unduplicated LSA population figures to calculate library of interest and peer group per capita calculations. The definition of per capita averages was also discussed.

Keith made an unsuccessful attempt to persuade the group to alter FSCS dating of input data.

Potential Eckard nominees were identified; NCES WEB statistics reviewed and 2001 Data Use Subcommittee Objectives were reviewed and approved.

Four possible programs were identified for the Conference. 1) School Library Impact (Keith Lance), 2) Counting on Results (LRS Staff), 3) How to Analyze Data (Leslie Scott), and Peer Search/Locator (Martha Reifschneider).

Adrienne Chute will have the Peer Search Tool error (regarding unduplicated LSA population) corrected, ensure that the tool's explanation of per capita averages is appropriate and accurate, and pursue a request from Mary Jo Lynch that the Locator Screens always display the State.

Concern was expressed regarding the difficulty of finding the data on the NCES list serve. It was suggested that NCES look at the organization of the WEB site.

To Do:

The terms of the elected Steering Committee members needs to be revised. Terms will now end in December 2001.

Carolyn Ashcraft and Kim Miller will notify SDC's about changes in the Policy and Procedures for review of Data Elements. This is to be posted on the Listserv.

Cathy Burch and Joanell Burch will pursue hotel arrangements for the Conference.

Adrienne Chute (NCES) will provide an official calendar of the public library surveys similar to the one compiled by Denise Davis for FSCS and StLAS.

Adrienne Chute is to review the data element schedule developed by the Data Elements Subcommittee and sent this to Keith Lance and Kim Miller.

Adrienne Chute is to report on Adult Programming (FSCS) issues identified at the September Steering Committee Meeting.

Adrienne Chute will have the Peer Search Tool error (regarding unduplicated LSA population) corrected, ensure that the tool's explanation of per capita averages is appropriate and accurate, and pursue a request from Mary Jo Lynch that the Locator Screens always display the State.

Adrienne Chute is to review the date and sequence (particularly #12) of the proposed revisions for the Policy and Procedures for Review of Data Elements and inform Carolyn Ashcraft and Kim Miller of any problems immediately.

Adrienne Chute will contact concurrent session speakers: Leslie Scott and Martha Reifschneider.

Darla Cottrill to contact Drew Carey (luncheon speaker).

Darla Cottrill will follow-up on the Pacific Island training meeting.

Denise Davis is to post mentor assignments on the listserv.

Denise Davis is to post a notice on the listserv asking SDC's to report in experience collecting data for e-book circulation and holdings.

Denise Davis is to lead the Web-based Data Collection Taskforce. The purpose is to look into the feasibility and issues involved in Web-based data collection. Members are: Denise Davis. Marianne Kotch (Data Elements), Libby Law (Data Conference), J.D. Waggoner (Data Collection), Naomi Krefman (Data Use). The Task Force is to report in September.

Naomi Krefman was asked to head a task force to review financial data items. Serving with her will be Libby Law, Mary Jo Lynch, and Al Zimmerman.

Keith Lance will e-mail the list to solicit Eckard nominees.

Keith Lance will develop a request for a library pages report on the Web statistics and Adrienne will pursue this with NCES Webmaster Jerry Malitz.

Mary Jo Lynch is to send copy of Census report to Naomi and URL to all members of the committee.

Mentors are to check with their assigned states/territories to determine if any problems are anticipated meeting the July 31, 2001 due date.

Kim Miller will notify SDC's of official date of Professional Development Workshop and let all know that it will NOT be at Embassy Square Suites.

Kim Miller will notify Steering Committee members of those registered for the conference so that Mentors can contact their states prior to the Workshop.

Kim Miller will identify the name of the person who conducted the session on graphs in the past.

Kim Miller is to e-mail Cindy and the submission status report is to be posted on NCLIS WEB site weekly.

Jeff Owings will contact Gary Phillips about presenting the luncheon speech for Tuesday.

Jeff Owings or Jeff Williams is to contact Ms. O'Connor regarding the issue discussed during the Data Collection Subcommittee regarding data year.

Sondra Taylor-Furbee will prepare a Conference Schedule and Contact speakers not assigned to others.

J.D. Waggoner to meet with Jeff Owings, Gary Phillips and others to identify potential educational related data items.

Barratt Wilkins to contact State Librarian for program (Peggy Rudd, Jack Mulkey).

Jeff Williams is to have someone from NCES contact Denise Davis about current NCES Web-based data collection activities.